

**COMMERCIAL DIRECTOR**

**Job Description**

**Responsible to**:

Governors via the Head

**Package:**

A competitive salary £67,000-£80,000 on the Rishworth Leadership Scale commensurate with experience, qualifications and performance. The successful candidate will also have access to the Rishworth School staff benefits package including a staff discount.

**Hours:**

This is a full-time position, though the school is committed to being a flexible employer, and as such would be willing to discuss alternative arrangements. Typically, there will be occasions of evening and weekend work over the year and the successful candidate should expect to work the hours necessary to discharge their duties.

**Overview:**

This is an exciting newly created role, designed to work closely with the Head of School. This is an opportunity for a driven individual to play an integral part in the Senior Leadership Team. The successful candidate will be fundamental in building and delivering the School Development Plan and implementing strategies which align with the school’s ethos and values. The successful candidate will have responsibility for finance, marketing, operations, risk management and compliance.

We are looking for an authentic leader, capable of managing and motivating their teams and engaging with an extensive stakeholder group to increase the commercial value of the school. As a key custodian of Rishworth School, you will instinctively protect and maintain its values and be respectful of the history by embodying the school values; curiosity, individuality, kindness and valour and by adhering to the school motto; Res Non Verba. We are open to applications from individuals with a wide range of experience, either within or outside the education sector.

The individual will be a thought partner for the School’s Head, bringing a strategic financial perspective to the table, and will have responsibility for the school’s financial operations, marketing strategy and day to day operations and compliance.

The Commercial Director will play a key role in the ambition we have to continue to invest the school and to attract both new local and international students.

This is very much an all-round post for a qualified professional, offering a rewarding variety of challenges.

**Key Responsibilities:**

The following list is not exhaustive and assumes that from time-to-time other tasks not listed, may be required to ensure the efficient operation of the school:

**Senior Leadership Team**

As a member of the Senior Leadership Team (SLT), the Commercial Director will work alongside the Board of Governors and Head on the overall strategic direction of the school.

As part of the SLT the Commercial Director will:

* be ultimately responsible for all business support staff, made up of 60 individuals.
* actively engage in whole school decision making through SLT meetings, review and contribution of the School Development Plan (SDP) to ensure that Rishworth School deliver a quality experience for our students, parents and key stakeholders whilst ensuring that the school is a financially viable and stable entity
* attend Governing Body meetings, presenting and being answerable to key performance indicators

**Revenue Streams**

The Commercial Director will:

* undertake a strategic review of the school’s large asset base, and how new facilities can be developed
* lead, develop and oversee the commercial revenue streams
* increase return from existing revenue streams, especially use of the school facilities for lettings and events
* develop new revenue streams through exploration of each opportunity, building the business and financial case for further consideration and approval, including developing school online retail opportunities
* work collaboratively with various teams to ensure the successful delivery of our commercial initiatives, including with external advisors
* establish strong relationships with commercial partners to initiate and deliver commercial activities
* capitalisation of fundraising opportunities
* act as the prime contact for the negotiation of contracts
* lead the effective delivery of these contracts
* be responsible for the profit and loss for these revenue streams
* work with other charitable organisations to aid in the school’s public benefit and community outreach endeavours

**Finance**

The Commercial Director will:

* be responsible for the school’s 3 year financial forecasts and strategy, and detailed annual budgets
* advise and lead on financial policy, investment (in consultation with brokers) and taxation matters, in line with the charitable status of the school
* sit as an active member of the Finance Sub-Committee and Asset Working Party
* keep the capital expenditure register up to date and be responsible for asset management
* act as the financial leader in the school and manage the Finance Team

**Marketing & Admissions (M&A)**

The Commercial Director will:

* sit as an active member on the Marketing and Admissions Sub-Committee
* ensure that M&A capitalise on revenue opportunities to increase student roll in both day and boarding numbers
* overseeing the Marketing Lead who manages the marketing and admissions team and external agencies

**Human Resources (HR)**

The Commercial Director will:

* act as adviser or officer for staff discipline, capability or grievance matters and ensuring relevant policies are appropriate and adhered to
* conduct annual appraisals and target setting of Business Support staff, either directly or via the appropriate Head of Department
* secure HR policies, management systems and expertise in personnel to ensure compliance

**Audit and Risk Management**

The Commercial Director will:

* sit as an active member of the Audit & Risk Sub-Committee
* formulate, update and report on the Risk Register
* safely store the Deeds of the school and apply for land registry where relevant
* formulate, monitor and implement Health & Safety policy
* act as the key contact with statutory authorities such as Companies House, Charity Commission, Department for Education, Environmental Health, Independent Schools Inspectorate, Health & Safety Executive and HM Revenues & Customs
* ensure UK Visa and Immigration compliance, acting as Tier 4 authorising officer
* crisis management plan to safeguard business recovery
* secure operational compliance through quality assurance procedures, personnel and monitoring

**School Buildings and Grounds**

The Commercial Director, via the relevant Heads of Department, will be responsible for:

* all buildings, facilities, equipment and surrounding areas, including land drainage, boundaries, roads and rights of way
* drawing up specifications for new buildings, obtaining tenders, planning permission and as such will liaise with school architects and builders
* premises and operations management including oversight of catering, domestic, Information Technology, CCTV, transport, maintenance, Matronic and administration departments
* staff accommodation, lettings, leases and licenses
* physical security of the site, staff and students
* swimming pool and plant
* photocopier contract and operation

*The duties may be varied to meet the changing demands of the school at the reasonable direction of the Head. Any significant changes will, wherever possible, be made after consultation.*

**Person Specification**

Post Title: Commercial Director Applicant Number:

The successful candidate will be someone who likes to take an agile and adaptable approach and is comfortable working in emergent environments, is logical and assertive while taking into account others’ views. They will be happy to take the lead in areas of their expertise, often acting on their own initiative.

The candidate will be a technically accomplished professional, with a professional qualification, with demonstrable post-qualification experience. They should think strategically and commercially, but also relish hands-on tasks such as those detailed in the job description.

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|  | **ESSENTIAL / DESIRABLE** | **EVIDENCE**Application, Interview |
| **Experience** | **ESSENTIAL:*** Proven ability to guide a project from concept to completion
* A track record of successful leadership
* Experience of working within high demand environments to meet targets

**DESIRABLE:*** A track record of commercial income generation
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* *Application/Interview*
* *Application/Interview*
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| **Education & Training** | **ESSENTIAL:*** Professional Qualifications relevant to role
* GCSE grade C or above in Mathematics and English
* Relevant professional updating and CPD evidence to date
* Right to work in the UK
* Competence in standard office software, MIS systems, databases and accounting software

**DESIRABLE:*** Competence in the use of MIS systems, databases and accounting software
* Membership of relevant professional bodies
* Full UK Driving Licence
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| **Skills/Knowledge/Abilities** | **ESSENTIAL:*** Commercially astute with a good understanding of business development, finance and funding
* Ability to build cross functional teams to deliver complex projects and events within budget
* Excellent communication skills, a proven and effective negotiator
* Ability to plan, organise and prioritise in order to manage time effectively
* Absolute discretion and understanding of the private and confidential nature of aspects of the role
* Quick thinking and able to understand, analyse and respond concisely
* Warm, welcoming and approachable
* Possess a positive mind-set with a can-do attitude
* Ability to stay calm and cope with the unexpected
* Confident to act on own initiative and be self-motivated
* Proven ability to apply Quality Assurance and Quality Control mechanisms

**DESIRABLE:** * Ability to recognise patterns and prioritise quick gains and efficiency
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| **Additional Factors** | **ESSENTIAL:*** Understanding and belief in the aims and ethos of independent boarding and day education
* Committed to the principles of inclusiveness, equality and diversity
* Commitment to safeguarding and promoting the welfare of young people and vulnerable adults
* Commitment to working in accordance with the school’s policies and procedures
* Must be committed to and uphold the school’s values
* Commitment to participate in staff development
* Ability to work occasional evenings and weekends to facilitate lettings and school events

**DESIRABLE:*** Valid passport
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